

## Agency Assistance Program (AAP) Grant Guidelines

### Information

The Agency Assistance Program (AAP) assists FeedMore WNY's member agencies with funding for emergency needs. Agencies may apply for assistance to purchase new food service equipment, buy food and/or non-food products at wholesale cost, pay rent, pay utility bills, or offset costs associated with emergency repairs/services. The AAP Grant is made available with the support of FeedMore WNY's Board of Directors. This grant is funded with monies collected through the organization's fundraising efforts.

### Requirements

- Be a member agency of FeedMore WNY for at minimum, six (6) months.
- In compliance with FeedMore WNY's Agency Agreement.
- Have already applied for HPNAP Operations Support grant (if eligible).
- Able to assist with partial and/or matching funds if requested by the AAP Grant committee.

### Guidelines

- Agencies may be eligible to apply for AAP once every 24 months.
- Need for request(s) is **clearly explained**.
- Supporting documentation if requested by FeedMore WNY is to be provided within **ten (10) business days** of request.
- Submission of an Agency Assistance Program application does not guarantee that your funding request(s) will be granted – you may get your full request, a partial sum, or be declined.
- Agency may apply for one of the following categories:
  - **Food Service Equipment** – May be provided if it is required to maintain food safety and sanitation standards (as specified by FeedMore WNY, and/or local/NYS Department of Health) or if there is inadequate space for food storage due to the lack of equipment.
    - Agency will provide **two quotes of similar product for the requested equipment** to be included with the grant application. Note that a **basic three-year maintenance agreement must be included with the quotes**, and the cost of this agreement is *not* reimbursable through the AAP grant. The agency is responsible for any delivery, set up and/or maintenance costs of the requested equipment.
    - **Allowable:** Refrigerators, freezers, stoves and ovens, metal shelves, metal storage cabinets, 3-compartment sinks, hand washing sinks, hand trucks, and exhaust hoods and fire suppression systems (if required by codes in the specific facility) which are necessary to maintain the current operation of an emergency feeding site.
    - **Not Allowable:** Disposable items, used or reconditioned equipment, office equipment, computer hardware, air conditioners, heating units, fans, dehumidifiers, vehicles, wooden or plastic shelving or cabinets, custom-made appliances/equipment, small electrical appliances, or small kitchen utensils. AAP will not fund building alterations, wiring, or plumbing work, or any installation charges. The agency is responsible for paying alteration and installation costs.

***FeedMore WNY reserves the right to remove equipment as is deemed necessary.***

- Equipment purchased with any amount of AAP funds are the property of FeedMore WNY. If the benefiting agency should close for any extended period of time, or if the agency terminates its relationship with FeedMore WNY for any reason, the equipment may be removed by FeedMore WNY. The agency is responsible for the maintenance and upkeep of the equipment.

- **Food/Non-Food** – May be provided for food items and produce not available through FeedMore WNY and non-food items such as disposables and/or materials related to the distribution of food. **Vendor quote or itemized purchase plan must be submitted with application.**
- **Rent Assistance**- Only for costs for currently occupied space for direct emergency food service or storage areas. Each request for *rent assistance* must be accompanied by a **copy of three (3) months' rent receipts and rental agreement.**
  - **Allowable:** Rent, user's fee for Shelter, Food Pantry, or Soup Kitchen. Space shared with other programs is to be prorated to compute the portion used for emergency food service.
  - **Not Allowable:** Costs for administrative offices rent or user's fee mortgage payments, or any payment in excess of actual charges to the direct food service or storage area.
- **Utility Bill Assistance** – Only for food service work or storage area utility costs. Each request for *utility assistance* must be accompanied by a **copy of three (3) bills for the months prior** to the request.
  - **Allowable:** Food service work or storage area utility costs such as heat, water, electricity, oil, or propane.
  - **Not Allowable:** Trash and recycling removal, sewer charges, telephone costs, or costs associated with other than food service or storage areas.
- **Emergency Repairs/Services** – May be provided if deemed necessary for the safe storage and distribution of products to clients. **Service repair quote or estimate must be submitted with application.**

## **Process**

- The AAP Grant Application is available on our website –
  - <https://www.feedmorewny.org/resources/agency-resources/>
- Applications may be submitted by March 1, June 1, September 1, or December 1.
  - Urgent requests may be submitted at any time and will be considered on a case-by-case basis.
- The AAP Grant Committee will meet to review applications and notifications will be provided in April, July, October, and January. A letter of approval/denial will be sent within five (5) business days of the AAP Committee meeting to the address provided on the application.
- Applications may be completed and signed electronically. *Signed applications and supporting documentation may be emailed to Bonnie O'Brien at [bobrien@feedmorewny.org](mailto:bobrien@feedmorewny.org) or mailed directly to Bonnie O'Brien, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.*
- **Food Service Equipment Requests** –
  - If approved, agency will purchase equipment and provide a **paid in full receipt, proof of maintenance agreement, and the make, model and serial number of approved equipment** within 15 business days to Bonnie O'Brien at [bobrien@feedmorewny.org](mailto:bobrien@feedmorewny.org) or mailed directly to Bonnie O'Brien at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.
  - Agency will be reimbursed upon providing a paid in full receipt as proof of purchase, proof of maintenance agreement, and the make, model and serial number of approved equipment.
- **Food/Non-Food, Rent Assistance, Utility Bill Assistance, Emergency Repairs/Service Requests-**
  - If approved, agency may accrue expenses associated with the approved request. Agency will be reimbursed for the awarded amount when providing a **paid in full receipt.**

Please contact Bonnie O'Brien, Agency Services Grants Administrator, preferably by email at [bobrien@feedmorewny.org](mailto:bobrien@feedmorewny.org) should you have any questions.

## Agency Assistance Program (AAP) Application Guide

Please read all instructions. Applications will be automatically denied if they do not meet the following requirements:

- Application as it appears on the website is completed in its entirety. Do not cut and paste.
- Application is received or postmarked by the quarterly due date listed on the application.
- Application is signed and supporting documentation is sent to the person and address listed on the application.
- Monthly reports are up to date.
- Agency account balance is current.
- Agency is not currently on probation.
- Agency is currently not suspended.
- Agency has not received AAP grant funding in past 24 months.
- Need is clearly explained and justified.
- Application with request for **equipment assistance** includes two (2) vendor quotes of similar product from different vendors where applicable. A basic three-year maintenance agreement must be included with the quotes.
- Application with request for **food/non-food** must include vendor quote or itemized purchase plan.
- Application with request for **utility assistance** must be accompanied by a copy of three (3) bills for the months prior to the request.
- Application with request for **rent assistance** must be accompanied by a copy of three (3) months' rent receipts and rental agreement.
- Application with request for **emergency repairs/services** must be accompanied by repair quote or estimate.

***Please be sure to attach all required documentation, as specified on the Grant Guidelines page, in order for your application to be considered. Signed applications with supporting documentation may be emailed to Bonnie O'Brien at [bobrien@feedmorewny.org](mailto:bobrien@feedmorewny.org) or mailed directly to Bonnie O'Brien, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206***

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